

## Guardianship and Conservatorship Program Regulations

### 415 Record Keeping

415.1 Professional guardian and conservators shall maintain complete and accurate records of all guardianship and/or conservatorship cases for which they are appointed. The records shall be retained for a minimum period of seven (7) years from the earlier of the time the guardianship and/or conservatorship case is closed, or the guardian and conservator's removal from the case has been approved by the court.

415.2 The designated Professional Guardian and Conservator shall manage the CPGC Agency record keeping so that complete and accurate records are maintained for all guardianship and/or conservatorship cases of the agency. The records shall be retained for a minimum period of seven (7) years from the earlier of the time the guardianship and/or conservatorship case is closed, or the CPGC Agency's removal from the case has been approved by the court